



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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|---|--|---|--|-------------------------------------|--|--|--|
| 1. Application Date | | INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer. | | FOR RECORDS MANAGEMENT DIVISION USE | | | |
| 2. Agency Application No. | | | | Date Received SEP 11 1972 | | Application No. 243 | |
| 3. AGENCY, Division, Subdivision & Administering Office Address Transportation Agency No. 2 Capitol Square Atlanta Ga 30334 | | 4. Person to Contact Wilbur Pate | | Date Completed SEP 18 1972 | | 6. Tel. No. 656-5237 | |
| 5. Working Title Accountant IV | | | | | | | |
| 7. ACTION REQUESTED | | | | | | | |
| <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED. | | | | | | | |
| 8. Inclusive Dates 1956- to date | | 9. EXACT SERIES TITLE Payroll Edit File | | | | | |
| 10. What is the function of the office in which this record series is created The function of the office in which this record series is created is to process payroll documents to account for and make payment to employees for services rendered to the State. More specifically, this series is created in carrying out the function of payroll auditing to establish validity of payroll source documentation. Upon finding such documentation invalid, it is used as a reference for making corrections until the source documentation necessary for printing checks and a check register is correct. | | | | | | | |
| 11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any and file arrangement Payroll Edit File - A computerized control used in auditing certain payroll documents in order to establish their validity. The series will indicate errors made on certain payroll documents; whereas, these errors may be corrected. The errors are indicated in the form of a print out. Once all errors are corrected, the checks and check register may be printed. This record is basically a multicolumnar chronological arranged document. | | | | | | | |
| 12. | | | | | | | |
| EQUIPMENT OCCUPIED | | No. of Drawers | | Cu. Ft. of Records | | ANNUAL RATE OF ACCUMULATION | |
| Letter-size File Drawers | | | | | | 20 | |
| Legal-size File Drawers | | | | | | In Office(s) In Storage Area(s) | |
| | | | | | | 2 30 | |
| Shelving | | | | 60 | | This Year's Last Year's Preceding Year's All Prior Years | |
| | | | | | | 3 1 1 0 | |
| | | | | | | AVERAGE DAILY REFERENCES | |
| | | | | | | 3 1 1 0 | |

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series? ☒ YES ☐ NO
- 14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
- 15. Is the information contained in this series ever summarized or published? ☒ YES ☐ NO
- 16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
- 17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
- 18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
- 20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
- 21. Does the record series contain documentation produced as EDP printout? ☒ YES ☐ NO
- 22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept ONE years:

| | | | | | |
|---------------------------------------|---|--|---|--|--|
| a. <input type="checkbox"/> STATE LAW | b. <input type="checkbox"/> STATUTE OF LIMITATION | c. <input type="checkbox"/> AUDIT PERIOD | d. <input type="checkbox"/> FEDERAL LAW | e. <input checked="" type="checkbox"/> ADMINISTRATIVE DECISION | f. <input type="checkbox"/> HISTORICAL VALUE |
|---------------------------------------|---|--|---|--|--|

(Cite Law, Statute, or other reason for the retention requirement)

Need for administrative checks and balances for the above period of time. It is also necessary in performing payroll audit functions.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area _____ month(s)/ _____ year(s), then:

- 1 ☐ Destroy.
- 2 ☐ Transfer to records center; hold _____ year(s), then: Destroy.
- 3 ☒ Destroy after audit (or _____ year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area _____ year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

| | | | |
|--|---|--|-----------------|
| 26. Recommendations in Paragraph 25 are: | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Records Management Officer <i>John J. Kitchen</i> | Date 8-9-72 |
| | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Head of Agency <i>[Signature]</i> | Date |
| | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Director of State Dept. of Audits <i>William M. Hagan</i> | Date 9-11-72 |
| | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Secretary of State/Designee <i>Carroll Hart</i> | Date 9-8-72 |
| | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Director of State Dept. of Law <i>Robert H. Hall</i> | Date 9-18-72 |

Questionnaire- Payroll Edit File- Explanation of Yes answer for Question 14-23

- (15) The payroll Edit File itself is a summary of payroll errors.
- (18) If the files were lost or destroyed the series could be reconstructed by sorting the information through the computer system again.
- (21) The series itself is an EDP print out.